



DEFENSE LOGISTICS AGENCY
DEFENSE REUTILIZATION AND MARKETING SERVICE
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BATTLE CREEK, MI 49017-3092

IN REPLY
REFER TO
DRMS-PHW

October 28, 2003

MEMORANDUM FOR RECORD

SUBJECT: 2003 Hazardous Waste Contracting Symposium Minutes

1. The subject event took place September 16-17, 2003, with the list of attendees attached. The final agenda differed slightly from the version included in the symposium booklet and is attached, along with the booklet itself. Complete charts from all presenters were published on the DRMS web page after the event, they are not included herein due to their volume.
2. The first day of the symposium went smoothly, all presenters did a fine job and the day proceeded according to schedule with the exception of the PCB presentation, which was moved to day two due to speaker availability and last minute chart changes. The open forum during the afternoon of the first day included input from the diverse field of attendees, with pertinent possible action items presented later in this document.
3. Day two of the symposium also went well and according to schedule with a minor adjustment made to accommodate the PCB presentation mentioned above. There was additional open forum time without significant additional possible action items beyond those included below.
4. Possible Action Items (and means of follow-up):
 - a. Attain more consistency in how Phase II final tracking documentation will be used in past performance and option exercises (PH management review internally).
 - b. Possible use of Economic Price Adjustment (EPA) clause (HW New Business Model Initiative Team).
 - c. Possible OCONUS streamlining to be more like CONUS (HW New Business Model Initiative Team).
 - d. Lab Packing CLINs, disposal at small container prices (PH management review and coordinate with National).
 - e. Electronic Contract Distribution (already available and used in some cases, require for future awards?)
 - f. Change format of additional DD 1155 pages into an excel spreadsheet (Automation Team).
 - g. Change unit of issue to containers (HW New Business Model Initiative Team).

h. Web postings of HW New Business Model Initiative Team developments (HW Initiative Team and Automation Team)

5. All parties contributing to the symposium should be commended for a job well done. Response during the event itself as well as feedback afterwards all indicate it was very successful in reviewing recent events/changes pertaining to the program, and previewing possible future changes/improvements.

/s/

JOSEPH A. BEDNAR
HW Symposium Team